

BUILDING INSPECTOR I

DEFINITION

To perform routine inspections of residential buildings, swimming pools, and similar structures during all phases of construction, alteration, remodel or repair to ensure compliance with provisions of building, plumbing, mechanical, and electrical codes and ordinances; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Building Inspector series. The Building Inspector I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbent works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Learn and perform routine inspections of buildings and structures to ensure they are being constructed in accordance with the building regulations, in a safe manner, and in accordance with approved plans and specifications.

Inspect quality of materials and methods of construction; look for construction or alterations being performed without proper building permits.

Learn and apply pertinent codes, ordinances, and regulations and learn office and field operations of the division.

Operate City vehicles skillfully and safely.

Keep work related records using a computer.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

Knowledge of:

Basic methods and practices of conducting building inspections.

Basic safe work methods and safety regulations.

Principles and practices of customer service.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Learn and apply building and related codes and ordinances enforceable by the City.

Learn and apply technical knowledge and follow proper inspection techniques to examine work and materials.

Learn to inspect and analyze standard building construction and identify violations.

Learn and follow pertinent rules, laws, and policies relative to area of assignment.

Enforce codes and regulations with firmness, tact and impartiality.

Maintain accurate records, checklists and logs, and prepare correspondence.

Stay abreast of changes in building and related codes.

Drive City vehicles observing legal and defensive driving practices.

Understand and carry out oral and written instructions.

Keep work related records using a desktop and handheld computer.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience as building inspector. An Associate's Degree or responsible experience at the journey level in the building trades can substitute for the year of experience.

Training:

Equivalent to completion of the twelfth grade. An Associate's Degree in Construction Technology may be substituted for year of experience.

License or Certificate

Possession of a valid California driver's license.

A valid Building Inspector certificate from the International Code Council (ICC) must be obtained within two years of employment.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift or carry weight of up to 20 pounds. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspections. See in the normal vision range with or without correction, read typical business documents, plans, and computer screens; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of weather conditions; work with exposure to traffic, noise, physical barriers, and around heavy equipment or around potentially hazardous substances, and slippery or uneven surfaces. Indoors work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

7/04